

SPECIFICATIONS

CONTRACT TERM: April 01, 2002 through March 31, 2003.

BIDDERS PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

SCOPE: These specifications cover the production of letterheads requiring such operations as composition, film making, printing, shrink-film wrapping, packing, and distribution.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

TITLE: Letterheads.

FREQUENCY OF ORDERS: Approximately (5) to (12) orders per month. Average (8) orders per month; approximately (4) orders per month require Bond (G10); approximately (4) orders per month require 25% Rag Bond (G40).

NUMBER OF PAGES: Face Only/Single leaf.

QUANTITY: Approximately 200 to 25,000 copies per order; average 1,000 to 5,000 copies per order. An occasional order will require greater than 5,000 copies up to and including 25,000 copies.

QUANTITY VARIATION ALLOWED: Unless otherwise specified per the individual print order, plus or minus 1% variation will be allowed for orders requiring 10,000 or more copies.

TRIM SIZE: 216 x 279 mm (8-1/2 x 11").

GOVERNMENT TO FURNISH: Camera, reprint and/or manuscript copy will be furnished for approximately 99% of the orders; film negatives for the balance of the orders placed.

One reproduction proof, Form 905 (Rev. 3/90) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings, except GPO Imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish", necessary to produce the product(s) in accordance with these specifications.

FILMS: When required, the contractor must make all films. Films may be opaqued on either the emulsion or non-emulsion side.

The films delivered to the Government must be the final films for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

COMPOSITION: Approximately 2% of the orders placed will require minor typesetting. Contractor shall furnish a type style same as or similar to the furnished sample.

PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 10" dated July 1994. The paper to be used will be indicated on the individual print order.

White Bond, grammage 75 g/m² (basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP Code G10.

White 25% Bond, grammage 75 g/m² (basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP Code G40.

PRINTING Print face only in black ink or a single ink color. Match Pantone number as indicated per the individual print order. Note: All finished products must be suitable for reproduction on laser printers.

Approximately 88% of the orders placed will print in reflex blue ink. All Air Force Letterheads will print in reflex blue ink, unless otherwise indicated.

INK REQUIREMENTS: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs. Note: The inks used must be suitable for use on laser printers.

MARGINS: Must -- 13 mm (1/2") from the top and 13 mm (1/2") from the left edge of the logo.

Agency designation line, ie. "Department of the Air Force", must be centered on the 216 mm (8-1/2") dimension, 16mm (5/8") from the top edge. When indicated, margins will be as per the marked copy and/or individual print order.

BINDING: Trim four sides.

PACKING: Shrink-film wrap in units of (250) or (500) copies, as indicated per the individual print order. Pack into shipping containers.

Shipping containers must be made in accordance with ASTM D5118 and any amendments thereto and shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 Newtons per meter width (44 pounds per inch width).

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system.

LABELING AND MARKING: (Package and/or Container label): *Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping container(s). All labels must remain clear and legible under normal handling and storage conditions for a minimum of one year.*

GPO CONTRACT TERMS: *Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).*

EXTENSION OF CONTRACT TERM: *At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.*

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: *A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.*

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): *All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.*

<i>Books</i>		<i>Forms</i>	
<i><u>Quantity Ordered</u></i>	<i><u>Number of Sublots</u></i>	<i><u>Quantity Ordered</u></i>	<i><u>Number of Sublots</u></i>
<i>500 - 3,200</i>	<i>50</i>	<i>12,000 - 35,000</i>	<i>125</i>
<i>3,201 - 10,000</i>	<i>80</i>	<i>35,001 and over</i>	<i>200</i>
<i>10,001 - 35,000</i>	<i>125</i>		
<i>35,001 and over</i>	<i>200</i>		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address as listed per the individual print order.

A copy of the print order/specification and a signed Government-furnished certificate of selection, must be included.

PREAWARD SURVEY: *In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey*

at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from April 01, 2002 through March 31, 2003. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity Negative/Average Type Dimension	Camera-Reprint Copy/Film
P-9. Solid and Screen Tint Color Match	Pantone Matching System

DISTRIBUTION: Deliver f.o.b. destination to various addresses within the states of North Carolina and Virginia.

Approximately 35% of the orders placed will deliver within the state of North Carolina; and approximately 60% of the orders placed will deliver within the state of Virginia.

Deliver f.o.b. contractor's city approximately 5% of the orders placed to various states along the East Coast, with the exception of North Carolina and Virginia.

Upon completion of each order, the contractor must return film negative (when required), furnished material and (2) sample copies to the address as indicated per the individual print order. When not indicated, return materials to the distribution address.

All expenses incidental to returning materials, submitting proofs and furnishing sample copies must be borne by the contractor. Note: No deliveries will be accepted after 3pm EST.

SCHEDULE: Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). No definite schedule for pickup of material can be predetermined.

Furnished material(s) will be available for pickup from one, various or all of the three addresses listed below:

*U.S. Government Printing Office
11836 Canon Boulevard, Suite 400
Newport News, Virginia 23606*

OR

*Document Automation & Production Services
Printing Service
Building 8-3710, Knox Street
Fort Bragg, North Carolina 28307-5000
23604*

OR

Building 655

*Defense Automated
Fort Eustis, Virginia*

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Adherence to this schedule must be maintained.

Complete production and distribution must be made within (3) to (15) workdays. Schedule to be used will be indicated per the individual print order.

At contractor's option, furnished material will be mailed f.o.b. contractor's plant. No additional time will be allowed in the production schedule for mailing.

Proof: When required, no specific date is set for submission of proof. Proof must be submitted as soon as the contractor deems appropriate to ensure compliance with the production schedule and to allow for revised proof if contractor's errors are judged serious enough to require a revised proof.

Proof(s) will be withheld no more than (1) workday from receipt by the Government to receipt in contractor's plant.

All proof and transit time is included in the production workday schedule. When indicated, facsimile proof will be acceptable.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Telephone (757) 873-2800 or fax to (757) 873-2805. No Collect Calls Accepted.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one years' production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

	(1)	(2)
I.	(a) 53	1,595
	(b). 44	2,020

JACKET: 728-037
2002

BID OPENING: 11am EST, March 06,

SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts of (100) will be prorated at the per (100) rate.

I COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

<i>Per</i>	<i>Makeready</i>	<i>Running</i>
	<i>and/or Setup</i>	
<u>100 Copies</u>	(1)	(2)

1. Face Only Form Printing in Black Ink or Single Ink Color:

(a) White Bond (G10).....per form... \$ _____
\$ _____

(b) White Bond (G40).....per form... \$ _____
\$ _____

The contractor is cautioned that he/she shall not perform any operation or produce any product for which he/she has not offered a price under the "SCHEDULE OF PRICES".

(Initials)

JACKET: 728-037
2002

BID OPENING: 11am EST, March 06,

Bidder_____

(Company Name)

(Street) (City - State) (Zip Code)

(Contractor: State/Code) (Discount – Percentage/Days)

By_____

(Signature and title of person authorized to sign this bid)

(Fax Number) (Person to be contacted – type or print) (Telephone Number)

TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE PAGES 7 AND 8 IN ITS ENTIRETY. FAX THESE PAGES TO (757) 873-2805, ATTN: A. NADINE COLLINS.